

First Name Last Name

Class

Date (Day Month Year)

Name of Lab

Introduction:

[The introduction is one paragraph that tells the reader who, what, why and where. It is the basic introduction to the lab. Before you start writing about your lab:

- Set the page margins to 1" for Top, Bottom, Left & Right. (HINT: Under File / Page Setup for older versions of word or under Page Layout / Margins on newer versions of Word)
- Select a readable, printing font with both upper & lower case and set the font size to 12.
- Set line spacing for your paragraphs to be double-spaced. (HINT: Use Format / Paragraph on older versions of Word or click the small square to the right of Paragraph on newer versions of Word or right-click on your page and select Paragraph on all versions of Word)
- The first line of each paragraph should be indented ½" (HINT: Press the Tab Key to indent ½").]

Procedures:

[This section tells the reader in detail how the lab is performed. Include the exact steps you did to complete the lab. The procedure section should be 1-2 paragraphs in length. The first line of each paragraph should be indented ½". Line spacing should be double spaced and the font size should be 12.]

Data:

[This section tells the reader the results of the lab preferably in a Table format (HINT: Use Table / Insert Table or Insert / Table / Insert Table and then specify the columns and rows you want to include). If you cannot do a table for some reason, you can complete this section in 1-2 paragraphs. If a paragraph format is used, the first line of each paragraph should be indented ½". Line spacing should be double spaced and the font size should be 12.

NOTE: You may not always have a Data section.]

Object	Mass	Volume	Density
Copper Cube	151.0g	19cm ³	8.0gm/ cm ³
Acrylic Cube	17.0g	20cm ³	1.0gm/ cm ³
Brass Cube	138.0g	20cm ³	6.9gm/ cm ³
Nylon Cube	20.0g	23cm ³	.15gm/ cm ³

Conclusion:

[This section tells gives the reader a summary of what was done in 1-2 paragraphs. It needs to include:

- General results
- Whether the experiment went as predicted or not
- If it did not go as expected, include why not and the sources of any errors.

An "A" paper usually includes some outside research on the topic from the Internet.]